ON THE JOB TRAINING RECORD
CONTINUATION SHEET

On _____ , an **8-Month Evaluation** was conducted on _____ .

The OA Flight Chief CJQS 8R000-004 dated 01 Oct 02 was used as a guide and the flight chief was evaluated as follows:

INSTRUCTIONS: Identify any tasks not closed out at the 4-month evaluation below. The following items must be evaluated. These tasks are time phased for completion at the 8-month point. Any task identified by an * rated UNSATISFACTORY will result in the entire evaluation being rated UNSATISFACTORY. Validate the flight chief CAN PERFORM each task through OBSERVATION.
RATINGS:
S = Satisfactory level indicates trainee can do all parts of the task, needs only spot check to complete work, and meets local demands for speed and accuracy while meeting production requirements.
U = Unsatisfactory level means the trainee is unable to do simple parts and needs to be shown how to do most of the task.

TASKS CARRIED OVER FROM 4-MONTH EVALUATION (If any)

RATING: RATING: RATING:

_____ Task #: _____   _____ Task #: _____   _____ Task #: _____

_____ Task #: _____   _____ Task #: _____   _____ Task #: _____

_____ Task #: _____   _____ Task #: _____   _____ Task #: _____

2. FLIGHT MANAGEMENT; 2.1. Expectations, 2.2. Flow Trend
   *(   ) 2.1.1. Demonstrates how to set expectations based upon each individual recruiter's production needs.
   *(   ) 2.1.3. Demonstrates how to gather data via automated products, or via the use of AETC Form 1484.
   *(   ) 2.1.4. Demonstrates how to periodically validate data to ensure the expectations are valid and will drive-production
   *(   ) 2.2.1. Demonstrates how to evaluate data on a weekly/monthly/quarterly basis.
   *(   ) 2.2.2. Demonstrates how to identify areas of concern and provide either written or verbal feedback on a monthly basis.
   *(   ) 2.2.3. Demonstrates how to identify areas of concern and provide written feedback quarterly (As a minimum, for recruiters in training or recruiters who missed his/her quarterly application expectations).
3. TRAINING
   *(   ) 3.5. Demonstrates how to document, implement, follow-up, and close a training plan on an AF Form 623a as a result of an unsatisfactory training evaluation.
   (   ) 3.6. Can explain when production evaluations are required.
   (   ) 3.7. Demonstrates how to accomplish a production evaluation and take corrective actions.
   (   ) 3.8. Demonstrates how to review AF Form 623 for accuracy and can explain the intervals for Squadron Training (RCS/RST) review of training records.
   (   ) 3.10. Ensures all training requirements are met within prescribed limits (i.e. include 5 day initial recruiter training, shadow training, RST, Marketing, MEPS, and administrative).
   (   ) 3.11. Can demonstrate to recruiters how to plan and conduct an effective zone awareness program.
   (   ) 3.12. Can demonstrate to recruiters how to plan and execute a COI event.
7. LEAD AND PIR REVIEW
   *(   ) 7.1. Demonstrates how to use AFRISS to review and manage recruiter's activity (leads, PIRs, applications, school/hospital/media program).
   *(   ) 7.2. Demonstrates how to review working PIRs for completion, accuracy, and professional selling skills language

8 – Month Evaluation Continued

*(   ) 7.3. Demonstrates how to ensure a processing window is established for each applicant.
*(   ) 7.4. Demonstrates how to provide production-oriented feedback/guidance on PIRs.
(   ) 7.5. Demonstrates how to validate leads (local, perpetuated, and COI) are loaded into AFRISS for refinement.
(   ) 7.6. Demonstrates how to review and validate leads to ensure refinement is IAW AETCI 36-2002 or flight policies.
*(   ) 7.7. Demonstrates how to provide specific, production driven guidance on leads.
(   ) 7.8. Demonstrates how to close leads in AFRISS.
(   ) 7.9. Demonstrates how to re-route leads in AFRISS.

8. LEAD GENERATION
(   ) 8.1. Can demonstrate to recruiters how to establish and maintain a game plan for colleges and residency programs.
(   ) 8.2. Can demonstrate to recruiters how to establish school and residency program priorities and frequency of visits.
(   ) 8.3. Can demonstrate to recruiters how to develop contacts and establish rapport with influencers in universities and residency programs.
(   ) 8.4. Can demonstrate to recruiters how to establish rapport with on-campus faculty and agencies, which can assist recruiting efforts (e.g. Registrar, Veteran Affairs, Financial Aid, ROTC, Pre-Med Clubs, student groups, etc.).
(   ) 8.5. Can demonstrate to recruiters how to establish rapport with key agencies; hospitals and other professional organizations that can refer qualified leads (i.e. County Medical Society, District Nurse Spec Assoc., AFRES, ANG, etc.).
*(   ) 8.6. Can demonstrate to recruiters how to conduct or participate in student and/or applicant centered visits at colleges/universities.
*(   ) 8.7. Can demonstrate to recruiters how to deliver a persuasive presentation/speech tailored for a specific audience.

9. TELEPHONE PROSPECTING
(   ) 9.1. Can demonstrate to recruiters how to establish a plan for telephone prospecting at times that are the most effective.
(   ) 9.2. Can demonstrate to recruiters how to use every available source to secure phone numbers.
(   ) 9.3. Demonstrates how to periodically validate refinement by calling leads.

10. PLANNING GUIDE
(   ) 10.1. Can demonstrate to recruiters how to establish a daily, weekly, monthly, quarterly, and yearly plan.
(   ) 10.2. Demonstrates how to cross-reference and audit all follow-ups and/or activities to the planning guide from the source.

11. OFFICE VISITS
*(   ) 11.1. Demonstrates how to evaluate the recruiter's activities and provide recommendations, or suspense activities to be accomplished.
(   ) 11.2. Demonstrates how to follow-up on suspense's/recommendations at either the established date or next office visit.
*(   ) 11.3. Demonstrates ability to effectively utilize Professional Sales Coaching (PSC) skills to increase sales call performance.

12. ACCOUNTABILITY
*(   ) 12.1. Demonstrates how to hold recruiters accountable for meeting expectations and standards.
*(   ) 12.2. Understands how to institute corrective measures when expectations are not being met (i.e. hours, increased calls, training, etc.).
*(   ) 12.3. Understands how to use administrative tools (LOD, LOA, LOC, LOR, etc).

ON THE JOB TRAINING RECORD
CONTINUATION SHEET

8 – Month Evaluation Continued

13. TRACKING
   *(   ) 13.3. Demonstrates ability to conduct EAD validation.
   *(   ) 13.4. Demonstrates ability to evaluate Declinations.
   *(   ) 13.5. Demonstrates ability to evaluate and process waivers.
   *(   ) 13.6. Demonstrates ability to resolve overdue suspense's.
14. FLIGHT ADMINISTRATION
   (   ) 14.2. Understands procedures for AETC Form 1321 and AETC Form 1374 relief actions.
   (   ) 14.3. Maintain vehicles assigned to the flight and provide input for management on the Real Estate
program.
   (   ) 14.4. Monitors recruiters use of out-of-pocket expense vouchers.
   (   ) 14.5. Understands how to order promotional items and request marketing support (Conventions,
Booths, etc.).
   (   ) 14.6. Demonstrates how to manage an effective flight civilian awards program.
   (   ) 14.7. Explain facts and principles associated with the Recruiter Assistance Program.
15. PROFESSIONAL SALES COACHING
   (   ) 15.1. Understands and can explain the goal of coaching (to change behavior).
   (   ) 15.2. Understands and can explain the two main tasks of coaching (Part 1, Diagnosis and Part 2.
Action Planning).
   (   ) 15.3. Understands and can demonstrate the steps of Diagnosis. (Set the stage, Explore the situation,
confirm buy-in)
   (   ) 15.4. Understands and can demonstrate the steps of Action planning. (Set the stage, Explore the plan,
Confirm buy-in)
   (   ) 15.5. Understands and can demonstrate the steps of getting unstuck. (Position the discussion,
Ask speculative or comparative probes)
   (   ) 15.6. Understand and can explain other ideas of getting unstuck. (Take a break, take a walk,
reschedule the conversation)
   (   ) 15.7. Understands and can explain the three things needed to be an effective coach. (Knowledge,
communication skills, and planning)
   (   ) 15.8. Understands and can explain the four values a coach needs to create a developmental climate.
(Committed to help salespeople succeed, stay involved, use authority and control wisely, view of salespeople is
visionary)
   (   ) 15.9. Understands and can explain challenges of coaching. (Diversity, Time, and Control)
   (   ) 15.10. Understands and can explain the three areas of sales call competence. (product knowledge,
selling skills and sales process, and customer knowledge)
   (   ) 15.11. Understands and can explain the purpose of the two different types of sales calls. (Coaching
calls and joint calls)
   (   ) 15.12. Understands and can explain the three different types of coaching calls. (Observed, Support,
and Modeling)
   (   ) 15.13. Understands and can explain the three guidelines for observing sales calls. (Focus your
observation, Look for specifics and Take simple notes)
   (   ) 15.14. Understands and can demonstrate using the Sales Performance Tool Kit (SPTK) to increase
recruiter's sales call performance.
16. COACHING DEVELOPMENTAL PLAN
   (   ) 16.1. Demonstrates how to prepare your own developmental coaching plan. (diagnosis and action
plan)
   (   ) 16.2. Demonstrates the use of the developmental coaching issues diagram to determine a recruiter's
proficiency of product knowledge, selling skills and sales process, and customer knowledge.
   *(   ) 16.3. Demonstrates how to complete a developmental action plan with a recruiter (diagnosis and
action plan).

8 – Month Evaluation Continued

OVERAL RATING: SATISFACTORY / UNSATISFACTORY (circle one). If Unsatisfactory, you must develop a training plan by task and subtasks requiring training. Strengths and weaknesses must be identified in relationship to tasks and subtasks. For example: Good at closing sales, establishing rapport, etc., as opposed to great attitude, nice person.

I RECOMMEND / DO NOT RECOMMEND (circle one) this flight chief for certification at this time.

STRENGTHS: _____

_____

_____

_____

_____

WEAKNESSES: (All Unsatisfactory tasks must be identified)_____

_____

_____

_____

_____

PLAN TO CORRECT TRAINING DEFICIENCES: (Must be task and subtask related, Ex: Task 2(a)(1), etc.)

_____

_____

_____

_____

_____

If this evaluation is rated **SATISFACTORY** and the flight chief is non-ATB, justify your rating:

_____

_____

_____

8 – Month Evaluation Continued

_____

_____

_____   _____
Evaluator Rank/Name/Signature   (Date)   Flight Chief Rank/Name/Signature   (Date)

Note: File this evaluation in Tab 2 of AF Fm 623, OJT Record and forward to squadron RST immediately.

RST COMMENTS: _____

_____

_____

_____

_____   _____
SQ RST Rank/Name/Signature   Date

CCU REVIEW/COMMENTS: _____

_____

_____

_____

_____   _____
CCU Rank/Name/Signature   Date

☐ Train Track updated _____   _____
          (Date)   (Initials)

AF FORM 623a   PREVIOUS EDITIONS WILL BE USED
MAR 79   (COMPUTER GENERATED)

OPR: HQ AFRS/RSOT—23 JAN 2003

AF FORM 623a   PREVIOUS EDITIONS WILL BE USED
    MAR 79   (COMPUTER GENERATED)